

### **Recommended On-Site ePDS Training:**

The ePDS on-site training will be for all Langley Organizational Unit Managers (OUM), Supervisors, and Administrative Officers/Assistants (AO/AA). The classes will provide lessons on how to use the web-based system application and demonstrate the many functional capabilities of the ePDS program. It is highly recommended that all OUMs, Supervisors, AOs, and AAs attend one of the two scheduled classes being offered.

Registration for the on-site training class can be found on the SATERN website at <https://satern.nasa.gov/elms/learner/login.jsp>. Enter the title of the class, "Electronic Position Description System Training", in the Search Box at the top of the screen after you log into SATERN. Any questions, please contact Kelli Franks, ext. 42730.

### **AOs and AAs – ePDS Scheduled Training:**

<u>Date</u>	<u>Time</u>	<u>Location</u>
*December 2, 2008	9:00 AM – 12:00 Noon	Bldg. 1153B, Rm. 201
*December 4, 2008	9:00 AM – 12:00 Noon	Bldg. 1153B, Rm. 201

### **Supervisors and OUMs - ePDS Scheduled Training:**

<u>Date</u>	<u>Time</u>	<u>Location</u>
*December 9, 2008	9:00 AM – 12:00 Noon	Bldg. 1153B, Rm. 201
*December 11, 20098	9:00 AM – 12:00 Noon	Bldg. 1153B, Rm. 201